

**Job Title:**        **Accounting Intern**

Location:        Biloxi, MS

Duration:        10-12 weeks, 40 hrs/week

**Principal Responsibilities and Description:**

The intern will provide support in the Finance and Accounting Office at the Mississippi Department of Marine Resources. Intern candidate will help verify and balance entries made to various financial and accounting records; type a variety of tabular, numerical, and narrative material; and regularly maintain simple accounting and statistical records and accounting journals. The work is generally routine or standardized but involves a choice of action within limits defined by standard practices and instructions. Interns may handle inventory, accounts payable, accounts receivable, purchase orders and receiving reports and some limited filing. Candidate receives instructions or directions from the immediate supervisor which are used in conjunction with operational manuals or other written materials to perform the work. Contact with people within or outside the DMR may be limited and involve the exchange of routine, factual information. Also, the intern will perform related or similar duties as required or assigned.

**Knowledge, Skills, and Abilities:**

The ideal candidate will have previous coursework in accounting, finance, and business. A successful candidate will have working knowledge of accounting principles, finance, data entry, and computer proficiency.

**Education Requirements:**

Pursuing a Bachelor's Degree from an accredited four-year college or university in accounting, finance, business or a related field.